

RECORDS SERIES PROFILE
RECORDS RETENTION SCHEDULE
APPLICATION #900815-01

SCHEDULE #: 91-0004

EFFECTIVE DATE: 02/02/91

Agency Code: 0440
Agency: Department of Labor
Creating
Office: Employment Services

Series
Title/Dates: "Targeted Job Tax Credit (TJTC) Files," 1989
and continuing

Access: Closed (OCGA 50-18-72)
Class: Individual

Related To: Program to provide Federal tax credits as
incentive for employers to hire individuals from
targeted groups. Included are applications for
certification of employee eligibility, tax credit
vouchers for employers, statements of
ineligibility, pertinent correspondence and other
TJTC program administrative files.

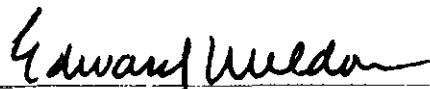
Arrangement: Various for different files; eligibility
certifications are alphabetical by employer name.


Retention
Requirement: Federal regulation: five (5) years (US Dept. of
Labor Employment Training Handbook No. 377,
4th edition, July 1988)

Media: Paper

Disposition
Instructions: Cut off at end of calendar year,
Hold in current files area two (2) years,
Transfer to State Records Center,
Hold three (3) years, then
Destroy

This records retention plan gives the State Records Committee
approved retention instructions for the named records series by
the named creating office.


Edward Weldon
Secretary of State Designee


Date